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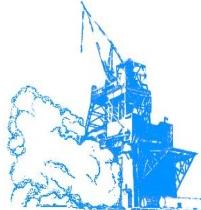
# Thinking About Taking the Leap? Hear from those Who Did So... and Survived

## A Case Study: NASA Stennis Space Center Electronic Records Management

Presented by: Colby Albasini, CSC



# Agenda

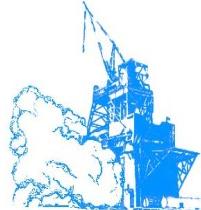


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- ITS Records and Document Management
- History
- Goals
- Evolving from Paper
- Challenges
- Lessons Learned



# ITS Records and Documentation Management



Stennis Space Center

***Chartered to provide support in the management of Federal records, NASA and SSC Directives, processing of Space Act Agreements, administering documentation management processes and systems, and assisting with information management activities.***

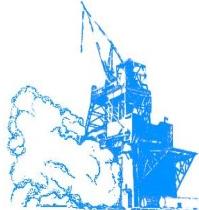


- Records Indexing
- Technical Writing
- Storage and Retrieval of Records
- Records Management Training
- Staffed with NARA certified Federal Records Managers and United States Export Control Officers
- Auditing records, record-keeping systems, and practices
- Managing records archival and legal disposition
- Provide Risk Assessments





# History

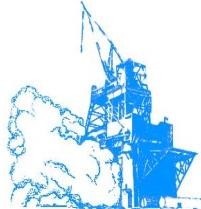


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- 1998 established SSC Technical Documentation System
- 1999 – Approximately 3,800 documents in the system
  - No Electronic Records Management
  - No uniform numbering scheme
  - Most items scanned, but not OCR or text searchable
- 2008 – Approximately 100,000 documents
  - Electronic Records Management Module
  - 47 percent of documents with associated RMA
  - Majority of items in native or text searchable formats
  - Updating schedules to address all items as media neutral

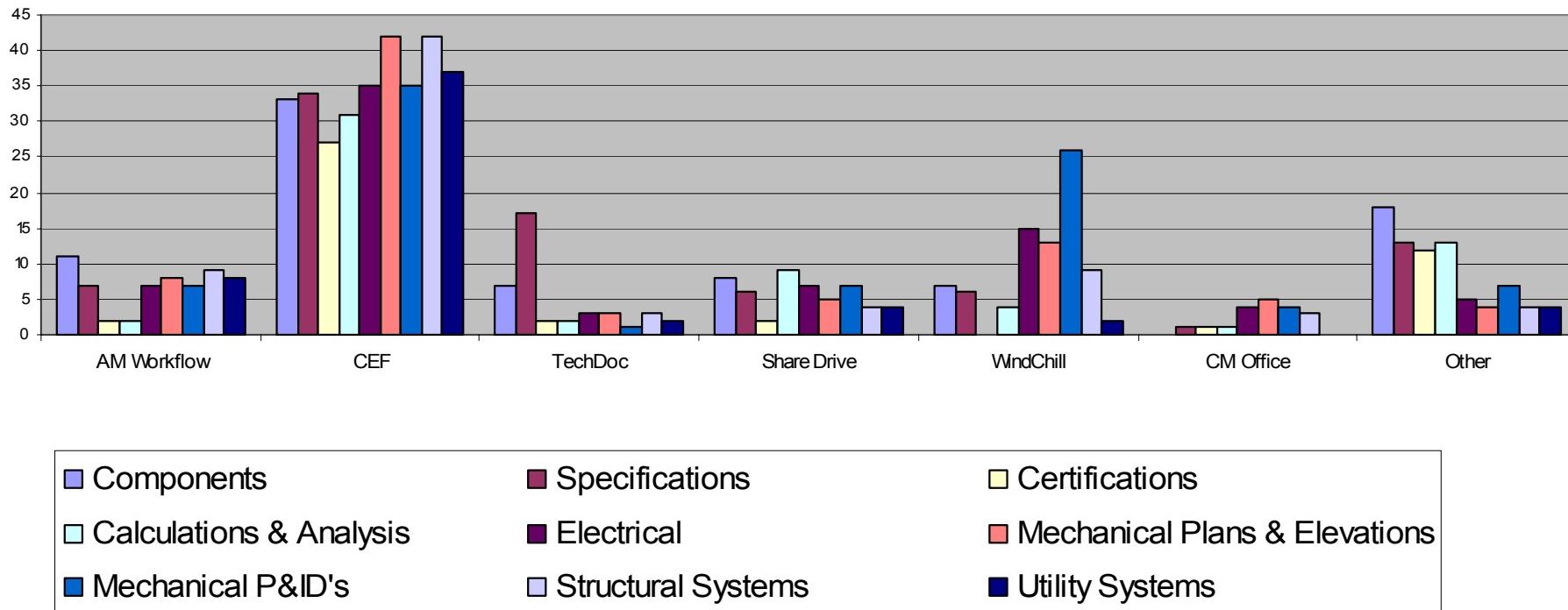


# Historically Paper



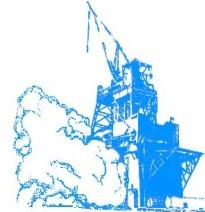
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Where Information was Found





# Goals

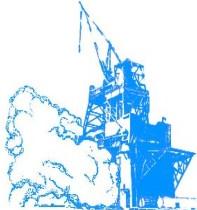


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- Move from paper to electronic
- Provide a site-wide repository
- Establish a Document Management System
- Determine a Standardized numbering system
- Develop a consistent format
- Prevent documentation rework
- Achieve ISO Certification



# Evolving from Paper to Electronic

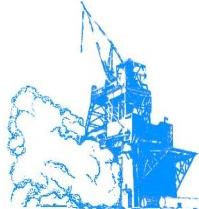


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- Standardized documentation
  - Formalized document numbering
  - Tied to Agency File Scheme
  - Center–Doc Type–AFS–Seq. No–Unique ID
  - SPG 1400.1 Stennis Documentation Procedural Guidelines
- Enhanced TechDoc System
  - Document categorization
  - Report Capabilities



# Enter Document Information



Stennis Space Center

DocMgr      ssctddoc.ssc.nasa.gov

Explorer Lists My Work Reports Reviews Support  
Search by: Document Number For:

**Document** Create Document in /ITS\_TOD/rhoward

Number:  Standardized Numbering

Title:

Doc Type: Choose One

Doc Category: Choose One  (See next slide)

Check to add myself to Distribution List.

Check to add myself to Notification List.

Point of Contact:

Organization: ITS\_TOD - ITS Technology Operations Directorate

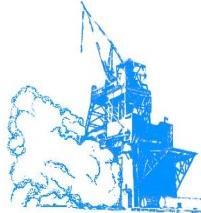
Web Search: Community

Reason:

Contact Us



# Document Categories

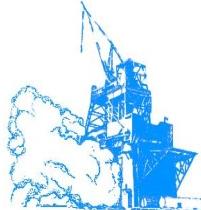


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Abbreviation	Name
ComFin	Commercial/Financial
EAR	Export Administration Regulations
ITAR	Int'l Traffic In Arms Regulations
NS	Non-Sensitive Information
PriPro	Privileged/Proprietary
TradeSecret	Trade Secrets Act
Security	Homeland Security
ACI	Administratively Controlled Information



# Enter Report Info



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DocMgr ssctddoc.ssc.nasa.gov

Explorer Lists My Work Reports Reviews Support

Search by: Document Number For:  OK

**Report** Create Report

Name:

Description:

Report Type: Private

Show Headings: Yes

Table: Choose One

**Report Name.**

**Report Description.**

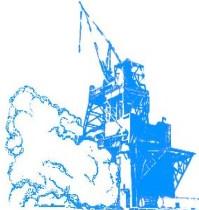
**Will this Report be Private or Shared?**

**Choose Yes or No to Show Headings on Report.**

**Select a Table format for your Report.**

**Click Next.**

**Next** **Cancel**



# Select Report Fields

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DocMgr ssctddoc.ssc.nasa.gov

Explorer Lists My Work Reports Reviews Support  
Search by: Document Number For: OK

Report Help

Choose Data Fields To Show

Columns: Available Data Fields Selected Data

Comments Create Date Doc Category Doc Number Doc Type In Review Keywords Latest Metric Date Metric Frequency Metric Organization Metric POC Metric Resp. Official

Add > < Remove < Remove All Move Up Move Down

Previous Next Cancel

1) Choose the desired field(s) from the Available Data Fields list.

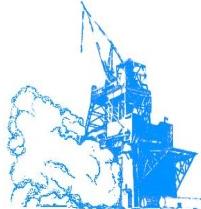
2) Click Add.

3) Click Next.

Available Data Fields
Comments
Create Date
Doc Category
Doc Number
Doc Type
In Review
Keywords
Latest Metric Date
Metric Frequency
Metric Organization
Metric POC
Metric Resp. Official



# Refine Your Report



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DocMgr ssctddoc.ssc.nasa.gov

Explorer Lists My Work Reports Reviews Support

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Report Help

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New Criteria: Choose One

Keyword: Old\_Document\_No

( ( ( ( ( bus ) ) ) ) )

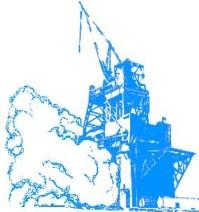
Next Cancel

Click Next.

Five (5) left and right parentheses on each criterion line allow for nesting.

Click Next.

Five (5) left and right parentheses on each criterion line allow for nesting.



# Preview Report

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DocMgr ssctddoc.ssc.nasa.gov

Explorer Lists My Work Reports Reviews Support

Search by: Document Number For:

**Report** Preview/Save Report Help

Preview As: CSV, HTML, XML

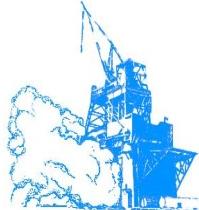
If you need to make a change, click **Previous**.

The Report will not actually be saved until you click **OK**.

You can choose to preview the Report in **CSV**, **HTML**, or **XML** format.



# Electronic Review



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Review Team Info - Windows Internet Explorer  
https://ssctddoc.ssc.nasa.gov/servlet/dm.web>ShowReviewTeam?tid=1003&expand=1

DocMgr      ssctddoc.ssc.nasa.gov      calbasina (Admin)

Explorer Lists My Work Reports Reviews Records Admin Support      Log Out Advanced Search

Search by: Document Number For: OK

Review Team Info

	Name	Description
	STI	Scientific and Technical Information

	Level	Max Duration	Votes Needed	Auto Concur	Auto Promote
	1	1 Week	1	No	Yes
Voters: Local/Remote/Subteam					
	TDADMIN				1
	Albasini, Colby V				
	Stiglets-Admin., Tim S				
	Dartez-Admin, Deanna C				

	Level	Max Duration	Votes Needed	Auto Concur	Auto Promote
	2	2 Days	1	No	Yes
Voters: Local/Remote/Subteam					
	Canady, Cynthia P				

	Level	Max Duration	Votes Needed	Auto Concur	Auto Promote
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Voters: Local/Remote/Subteam					

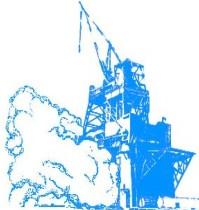
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Voters: Local/Remote/Subteam					

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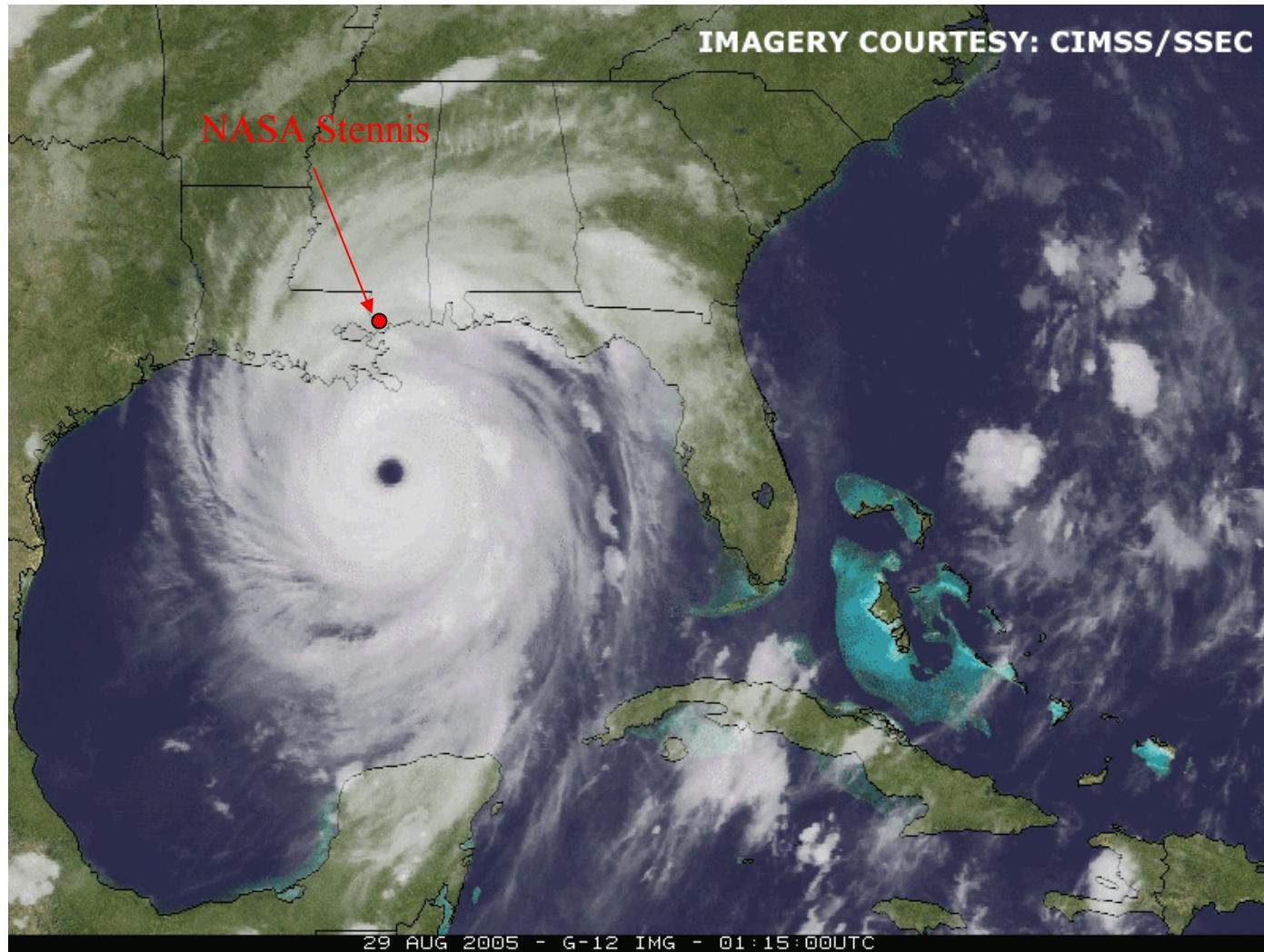
Inbox - Microsoft... Colby V Albasini... RAC008.ppt NARA RC 08.ppt UniqueCodes.dox Review Team Inf...



# Challenges

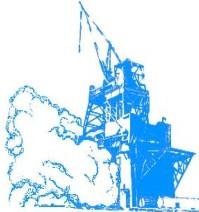


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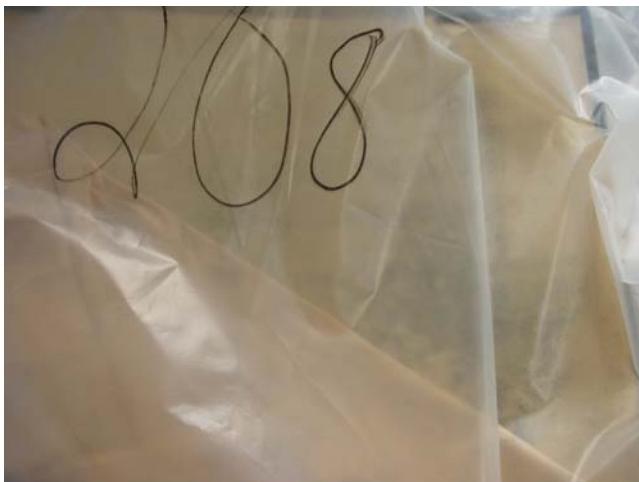




# Lessons Learned

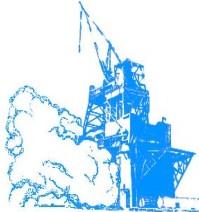


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# Opportunities

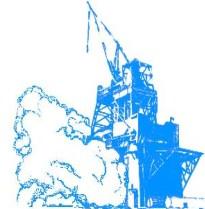


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- Increase visibility into records management
- Improve Disaster Recovery
- Increase employees interest in process improvement
- Improve electronic records management
- Improve records management facility location
- Refine procedures to be more proactive



# Electronic Records



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All RMA File Plans - Windows Internet Explorer

https://ssctddoc.ssc.nasa.gov/servlet/dm.web.ShowRmaFilePlan

Live Search

DocMgr ssctddoc.ssc.nasa.gov calbasina (Admin) Log Out

Search by: Document Number For: OK Advanced Search

RMA File Plans 51 RMA File Plans

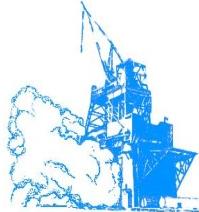
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[R]	i Accounting Principles	9210 Schedule 9 Item 10	No	No	5 Years	5 Years
[R]	i Agreements	1050 Schedule 1 Item 6 B	Yes	Yes	10 Years	
[R]	i CERCLA	8800 Item 43 G	No	No	10 Years	10 Years
[R]	i Charity Drives, Contributions, and Solicitations	3940 Schedule 3 Item 61 A	No	No		
[R]	i Classified Information Nondisclosure Agreements	1610 Schedule 1 Item 102	No	No	70 Years	70 Years
[R]	i Communication (Account Files)	2500 Schedule 2 Item 19 F 3	No	No	2 Years	2 Years
[R]	i Contracting by Negotiation	5115 Schedule 5 Item 14 a	No	No		
[R]	i DAA	2200 Document Availability Auth	No	No	5 Years	5 Years
[R]	i Daily Utilization Records	6740 Schedule 6 Item 11 H	No	No	3 Years	3 Years
[R]	i Development of Personnel Statistics	3292 Schedule 3 Item 10 A	No	No	5 Years	5 Years
[R]	i Directives	1400 Schedule 72, Item B.1	Yes	Yes	5 Years	
[R]	i EmailRecordsPlan	EmailRecords	No	No		
[R]	i Employee Performance and Utilization	3400 Schedule 3 Item 33 A 2	No	No	3 Years	3 Years
[R]	i Executive Position Files - Performance Files	3100 Schedule 3 Item 5 B 2 b	No	No	5 Years	5 Years
[R]	i Federal Acquisition Regulations (FAR) Systems	5101 Schedule 5 Item 6	No	No	25 Years	25 Years
[R]	i Formal Directives, NASA Management Instructions (NMI), Procedurals, and Operating Manuals	1410 Schedule 1 Item 72	Yes	No		
[R]	i Forms	1420 Item 74-A	No	No	5 Years	5 Years
[R]	i Grants and Coorporative Agreements	5800 Schedule 5 Item 37 A	No	No	6 Years	6 Years

Done

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# ERM File Plans



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RMA File Plan Info - Windows Internet Explorer  
https://ssctddoc.ssc.nasa.gov/servlet/dm.web.ShowRmaFilePlan?rfpid=1001

DocMgr ssctddoc.ssc.nasa.gov calbasina (Admin)  
Explorer Lists My Work Reports Reviews Records Admin Support Log Out Advanced Search  
Search by: Document Number For: OK

**RMA File Plan**

Delete	Record Category Name:	Directives
History	Record Category Identifier:	1400 Schedule 72, Item B.1
Modify	Owner:	Darbez-Admin, Deanna C
RMA File Plans	Permanent Records:	Yes
Help	Vital Records:	Yes
	Review Period:	5 Years
	Retention Period:	
	Record Category Description:	Issuances related to agency program functions. Management issuance office Responsible for maintaining all records and background material pertaining to each published instruction, handbook, policy directive, etc. Included in this series is the case files related to the issuance which document aspects of the development of the issuance, including significant backup, comments; original signature pages; etc.  * PERMANENT * RETIRE TO FRC 5 YEARS AFTER CANCELLATION OR WHEN SUPERSEDED. TRANSFER TO NARA REGIONAL ARCHIVE IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. <DA: N1-255-94-1>

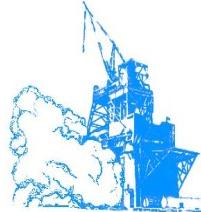
Contact Us

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# ERM Reports



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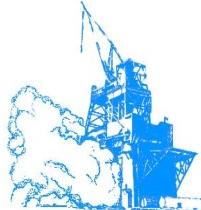
RMA Records That Are Permanent : RMA Records That Are Permanent - Windows Internet Explorer  
https://ssctddoc.ssc.nasa.gov/servlet/dm.web.RmaQuickReport/RmaQuickReport.html?\_step=4&\_outputType=1&\_ssid=-3520898967388132091

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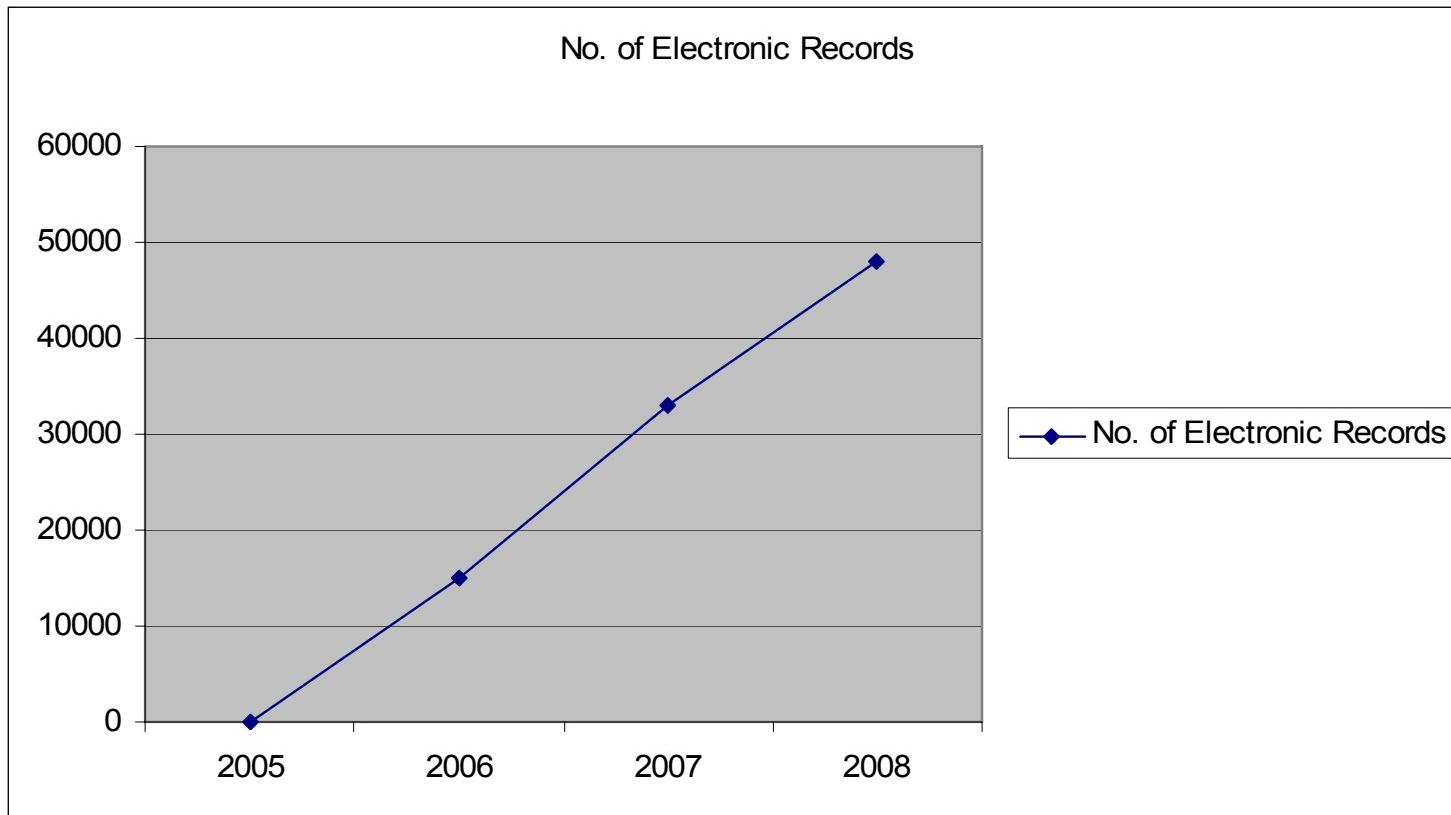
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1001	SSC/PRI-94-010-95	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	11/15/2002	11/15/2012	12/31/9999	Y	Y
1002	SSC/PRI-97-007-98	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	10/08/2002	10/08/2012	12/31/9999	Y	Y
1003	SSC/PRI-97-008-97	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	10/08/2002	10/08/2012	12/31/9999	Y	Y
1004	SSC/PRI-97-009-98	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	10/08/2002	10/08/2012	12/31/9999	Y	Y
1005	SSC/PRI-98-004-99	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	10/08/2002	10/08/2012	12/31/9999	Y	Y
1006	SSC/PRI-99-012-99	Nelson-Admin, Bonita R	06/23/2006	10/08/2002	10/08/2002	10/08/2012	12/31/9999	Y	Y
1007	SSC/STA-99-004-02	Nelson-Admin, Bonita R	06/23/2006	07/12/2002	07/12/2002	07/12/2012	12/31/9999	Y	Y
1008	SSAA-1053-0006	Nelson-Admin, Bonita R	06/23/2006	07/22/2003	10/26/2006	10/26/2016	12/31/9999	Y	Y
1009	SSAA-1053-0008	Nelson-Admin, Bonita R	06/23/2006	07/22/2003	01/24/2007	01/24/2017	12/31/9999	Y	Y
1010	SSAA-1050-0015	Nelson-Admin, Bonita R	06/23/2006	07/30/2003	07/14/2008	07/16/2018	12/31/9999	Y	Y
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1019	SSAA-1050-0006	Nelson-Admin, Bonita R	06/23/2006	08/12/2003	08/27/2003	08/27/2013	12/31/9999	Y	Y
1020	SSAA-1053-0007	Nelson-Admin, Bonita R	06/23/2006	08/22/2003	08/22/2003	08/22/2013	12/31/9999	Y	Y
1021	SSAA-1052-0002	Nelson-Admin, Bonita R	06/23/2006	09/05/2003	10/04/2005	10/05/2015	12/31/9999	Y	Y
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1024	SSC/FED-97-010-97	Nelson-Admin, Bonita R	06/23/2006	06/12/2003	07/10/2003	07/10/2013	12/31/9999	Y	Y
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1027	SSC/PRI-95-007-96	Nelson-Admin, Bonita R	06/23/2006	01/20/2002	01/20/2002	01/20/2012	12/31/9999	Y	Y



# Continuing to Evolve

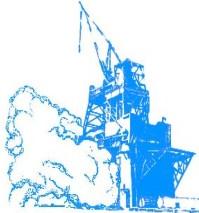


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# In Summary



*Stennis Space Center*

- Increased visibility into records management
  - Partnered with NARA to provide electronic records management and Emergency Response training
  - Mandate all civil servants and records personnel attend training
- Improve Disaster Recovery
  - TechDoc considered a vital system
  - All electronic documentation and records managed by our system available offsite